Conduit Contributions

Conduits enter transactions differently than other committees. Conduits must generate transmittal letters for contributions before filing a report. After entering the transactions and generating the transmittal letter(s), conduits must go to the Edit/File Pending Transactions screen and use the File All to State button to officially file their report.

The Enter Conduit Contributions screen

1. From the left-hand menu, click **Enter Conduit Contributions**.

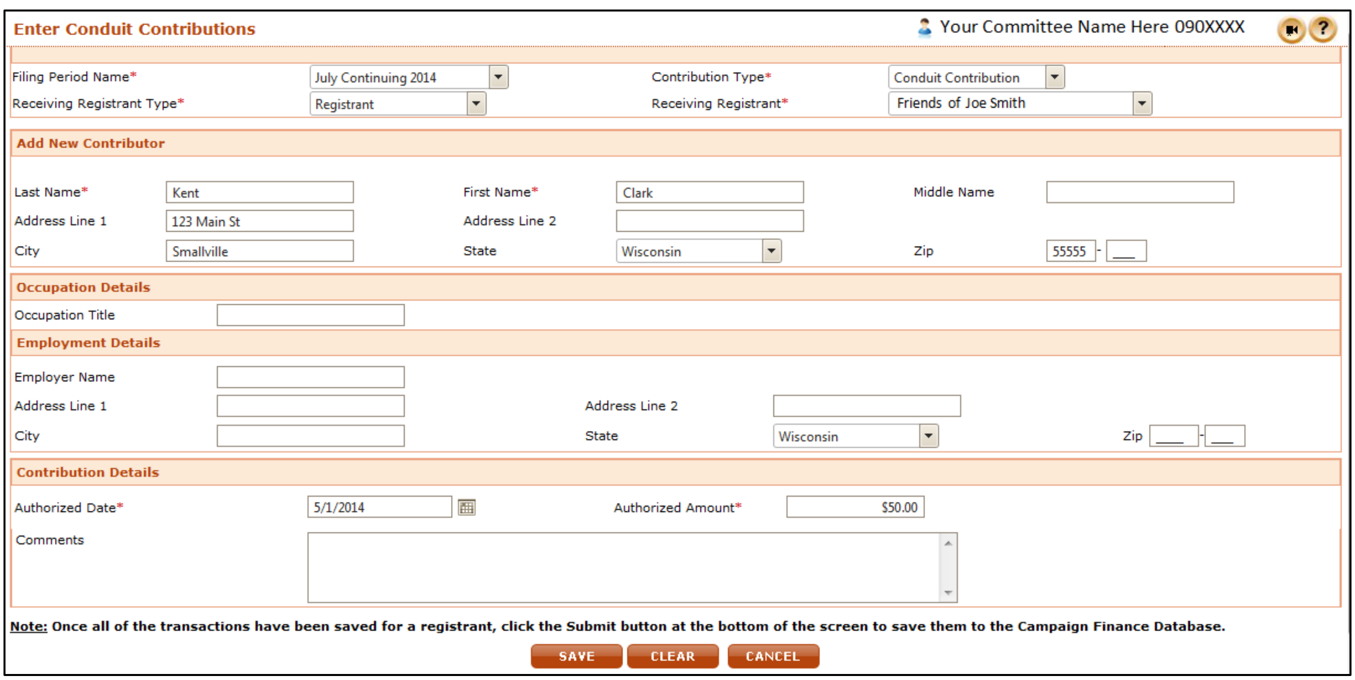
2. Check the **Filing Period Name** field. This field will automatically default to the most current reporting period, or you can set the default filing period from the **Reminders** tab.

3. Check the **Contribution Type** field. This field will automatically default to **Conduit Contribution**. If you are entering a redirected contribution, change this field to **Redirected**.

4. Check the **Receiving Registrant Type** field. This field will automatically default to **Registrant**.

    a. If entering a **Registrant** (a committee registered with the GAB), type in the GAB Identification Number of the committee or part of the name of the committee into the **Receiving Registrant** field. For example, typing in “0500759” or “Brainstorming” will bring up the Community Brainstorming PAC.

    - Always click on the correct committee to select it, even if it is the only committee displayed.
    - Write down the GAB ID number for the selected committee. This will help you generate transmittal letters in Step 3 of *Generating Transmittal Letters*.



5. To change the **Receiving Registrant Type**, select the correct **Registrant Type** from the dropdown list.

a. If you select **Local Candidate**, type in part of the name of the committee to search for it.

- Click on the correct committee name to select it, even if it is the only committee displayed.
- Local committees are not always in the list. If you do not find a local committee, you can leave the **Receiving Registrant** blank, and enter in the committee's information under **Add New Local Committee**.
- Write down the four or five digit number for the selected committee. This will help you generate transmittal letters in Step 3 of *Generating Transmittal Letters*.

b. If you select **Unregistered**, type in part of the name of the committee to search for it.

- Click on the correct committee name to select it, even if it is the only committee displayed.
- Unregistered committees are not always in the list. If you do not find an unregistered committee, you can leave the **Receiving Registrant** blank, and enter in the committee's information under **Add New Unregistered Committee**.
- Write down the four or five digit number for the selected committee. This will help you generate transmittal letters in Step 3 of *Generating Transmittal Letters*.

6. Enter the individual's information under **Add New Contributor**.

   a. Contributions from couples must be entered as two separate contributions.

   b. In the rare case that you are entering an international address, enter the city, province/country and postal code information in the **City** field, and leave the **State** and **Zip** fields blank.

7. Enter the **Occupation Details** and **Employment Details**.

   a. A contributor only needs to provide occupation and employment information if he or she contributes more than $100 in a calendar year. The **Occupation Title**, and the employer's name and address must all be provided.

   b. If the contributor's occupation is **Homemaker**, **Retired**, **Student**, or **Unemployed**, the employer name and address do not have to be provided.

8. Enter the **Contribution Details**.

   a. Enter the **Authorized Date**. This is the day the individual authorized the contribution to the committee. Contributions must be submitted to the committee within 15 days of the authorized date.

   b. If the **Contribution Type** was **Redirected**, you will see the **Date Contribution Received** field. Enter the date the contributor originally deposited his or her funds with the conduit. This must be 2 years or more before the **Authorized Date**.

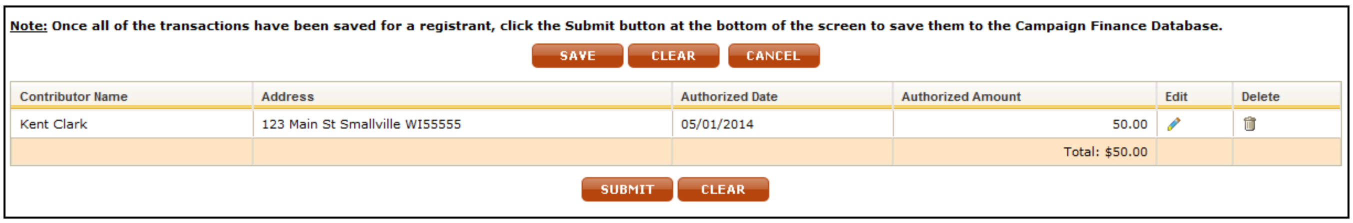
   c. Enter the **Authorized Amount**.

   d. Enter **Comments** if appropriate.

9. Click **Save**. Information about the individual will appear below. <u>The contribution has not yet been recorded in the system and you are not done entering the contribution.</u>

a. If no other individuals gave to the same receiving registrant, click **Submit**. Once this button is clicked, you are finished entering the contribution and the contributions will be recorded under **Edit/File Pending Transactions.**

b. If other individuals gave to the same receiving registrant, enter the other individual's contribution information. Details about the receiving registrant will remain, and other contributions with a different donor or date can be entered. Once all contributions are entered for a receiving registrant, click **Submit.** Once this button is clicked, you are finished entering the contribution. You can view and edit your contributions in the **Edit/File Pending Transactions** screen**.**



<u>**Note:**</u> **Once all of the transactions have been saved for a registrant, click the Submit button at the bottom of the screen to save them to the Campaign Finance Database.**

SAVE CLEAR CANCEL

Contributor Name	Address	Authorized Date	Authorized Amount	Edit	Delete
Kent Clark	123 Main St Smallville WI55555	05/01/2014	50.00		
			Total: $50.00		

SUBMIT CLEAR

Upload Conduit Contributions

Uploading Transactions is another way to enter information into CFIS. The upload process can help committees save significant amounts of time entering data into CFIS. In order to upload, information must be entered into templates, with are compatible with the CFIS database. Templates are available by selecting **Upload Transactions** from the menu, and clicking the links below **Download Templates**. Separate templates are available for different versions of Excel. Some campaign finance systems can convert their files into CFIS templates. Most information in Excel file formats can also be cut and pasted into these templates.

1. From the left-hand User Menu, select **Upload Transactions**.

2. Before starting the upload, make sure all upload information is in the correct format. A template is available and posted on the very top left hand side of the **Upload Transactions** screen. Make sure the data for your current report is saved in the proper format so you can upload it in Step 5.

NewConduitContributionUploadTemplate(1)

	A	B	C	D	E	F	G	H	
1	TransactionType	LastName	FirstName	MiddleName	AddressLine1	AddressLine2	City	State	Zip
2	CC	Smith	Joe		111 Main St		Anytown	WI	55555
3	CC	Smith	Jane		222 2nd Ave		Anytown	WI	55555
4	CC	Smith	Jill		333 3rd St		Smallville	WI	55544
5	RED	Smith	Jack		444 4th Ave	Apt. 1	Smallville	WI	55544

3. Select the **Filing Period Name** from the dropdown menu.

4. Find your file that you want to upload into the system by clicking on the **Browse** button next to the **Select a File** field.

5. Upload your file by clicking on the **Upload** button.

6. After clicking **Upload**, a link to an .xlsx file will appear in the **Upload Status** section of the upload screen. The system is reviewing all of your transactions to make sure all of the required information is provided for each transaction. This may take several minutes. After waiting a few minutes, click the **Check Status** button to check the status of your upload.

7. When the system finishes reviewing your file to ensure that all required information is correctly provided for each transaction, a message will appear next to a link to the .xlsx file(s) containing uploaded transactions.

   a. If a Processed – No Errors message appears next to the .xlsx file, the system has accepted these transactions. They are now saved in the Edit/File Pending Transactions holding table. **NOTE: Your transactions have not been submitted to the GAB yet. If all of your transactions have** Processed – No Errors, skip to Step 8.

   b. If a Processed – Errors message next to the .xlsx file, these transactions are missing information required by the system and are not saved in Edit/File Pending Transactions yet.

      i. To understand what information is missing or incorrectly provided for each transaction, please click on the link to the file with Processed – Errors. **NOTE:** DO NOT select the transactions that were processed with no errors. For example, if you had 30 transactions and only 1 had errors, only select the file with that 1 transaction. The other 29 transactions were successfully uploaded into the system and do not need to be uploaded again.

      ii. Scroll to the far right of the file until you see a column that is labeled **Errors**. This column will tell you what information is missing or improperly entered for each transaction. To provide the correct information so the system accepts these transactions, please take the following steps:

1. Make the corrections for each transaction depending upon the error message provided for each transaction.

2. After you have corrected each transaction, delete the entire Error column from the file.

3. Save this file on your computer or network.

4. Repeat Steps 1-7 only for the transactions with errors.

8. When all uploaded transaction files display a Processed – No Errors message, *your transactions have been saved but are not yet submitted to the GAB***.** To file a complete report to the GAB, please go to the left hand User Menu and click on **Edit/File Pending Transactions**.

Generating Transmittal Letters

Transmittal letters are documents required to accompany any conduit contribution. These letters inform the committee of contribution information, including the donor's name, address and occupation, dates and contribution amounts. While conduits are not required to send the transmittal letter generated in CFIS, these letters have codes listed at the top of the letter that can assist committees in quickly entering conduit contributions. Even if a conduit sends transmittal letters without using CFIS, it must still generate the transmittal letters from within CFIS prior to filing the campaign finance report. This includes transmittal letters for redirected contributions.

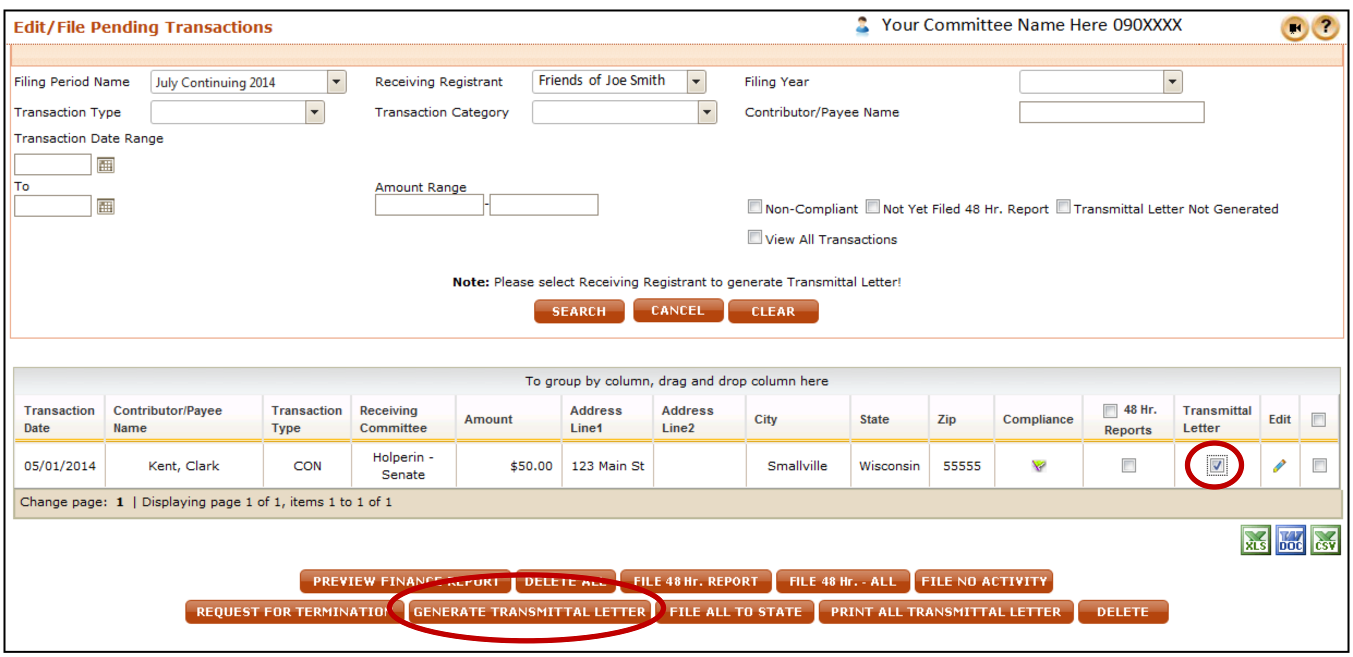
Generating Transmittal Letters for Selected Contributions to a Committee

1. From the left-hand menu, click **Edit/File Pending Transactions**.

2. Check the **Filing Period Name** field. This field will automatically default to the most current reporting period, or you can set the default filing period from the **Reminders** tab.

    a. Note: If a transmittal letter is generated for contributions in the wrong filing period, those contributions cannot be moved, and must be deleted and re-entered or moved by GAB Technical Support Staff.

3. In the top row of the search screen, select the **Receiving Registrant**, by typing in a keyword from the committee name or the ID number written down in Step 3 or 4 of *Enter Conduit Contributions*. Please remember that State registered committees have seven (7) digit ID numbers. Do not choose a committee with a four (4) digit ID number for any committee registered with the GAB.



4. Click **Search**.

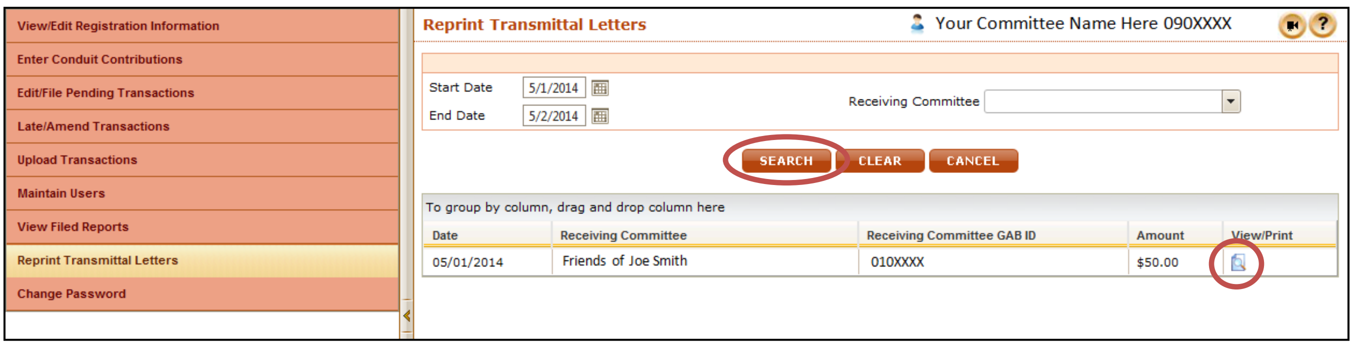
5. If you want to generate a transmittal letter for all contributions to the same receiving committee, click the Print All Transmittal Letter button.

6. If you want to generate a transmittal letter for only a few selected contributions, under the column titled **Transmittal Letter**, check the boxes for the contributions to be in the letter. Then click the **Generate Transmittal Letter** button located at the bottom of the screen. A prompt asking for your electronic signature will appear.

7. Enter your electronic signature. Your signature should include your committee's seven-digit GAB ID number, your unique password, the last four (4) digits of the bank account number, and the name of the person filing. If you do not know the last four (4) digits of the bank account number you can check this information by clicking on **View/Edit Registration Information** on the left hand side.

8. Click **Submit**. This will take you to another screen where you can view or print the transmittal letter. Click on **View/Print** to print the letter.

9. Note: Once a transmittal letter is generated, if any information changes for a contribution, a new transmittal letter will need to be generated.



Re-Generating Transmittal Letters

Once generated, transmittal letters can be regenerated. This may be necessary if the letter is misplaced or damaged. A transmittal code can only be used once by a committee.

1. From the left-hand menu, click **Reprint Transmittal Letters**.

2. Enter in a date range of letters or select a **Receiving Committee** by typing in a keyword from the committee name or the ID number.

3. Click **Search**.

4. Click the paper and magnifying glass icon under the **View/Print** column.

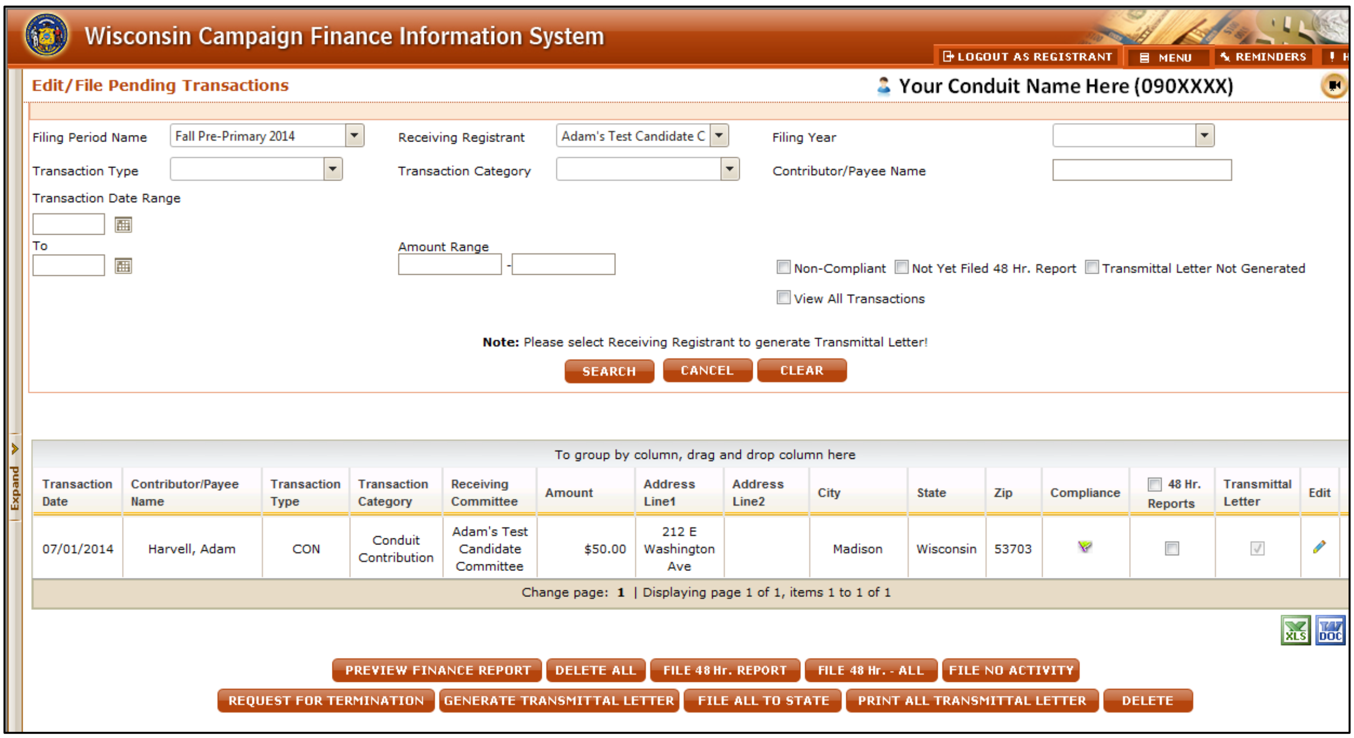
5. A pdf of the transmittal letter should open and the letter can be reprinted.

Filing a report with activity in CFIS

All conduits must file a campaign finance report every six months, in January and July of each year. Additional reports may be required if the conduit contributes to a candidate on the ballot in a primary or election. If a conduit files their report on CFIS, paper copies of the report do not need to be sent to the G.A.B. Conduit Committees will first need to generate transmittal letters before filing reports. For filing 48 Hour Reports, please see the *Filing a Late (48 Hour) Report* directions.

1. From the left-hand menu, click **Edit/File Pending Transactions**.

2. In the top row of the search screen, select the **Filing Period Name** from the dropdown. Click **Search**.



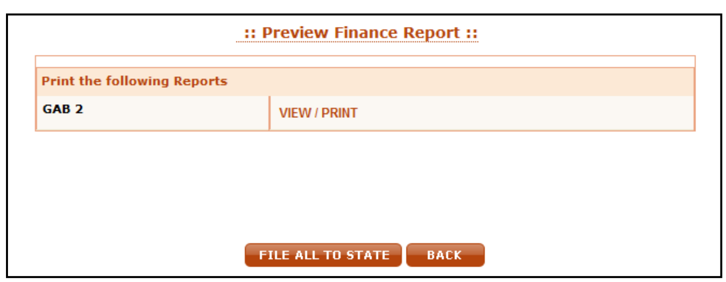
3. Review your transactions from the grid result for accuracy. You can narrow your search results by choosing to use more than one filter option.

4. The report can be filed by either clicking **Preview Finance Report** to review the entire report before filing or clicking **File All to State**, which will not generate a report to preview.

   a. **Preview Finance Report**

      i. To preview the report, click **Preview Finance Report** at the bottom of the **Edit/File Pending Transactions**.

      ii. Enter the date the report begins. Click **Submit**.



      iii. Click **View/Print** report to preview a pdf version of the report.

1. If everything is correct, minimize the preview and click **File All to State**.

2. If information needs to be changed on the report, make updates as necessary, then repeat Steps 1 and 4.

iv. Re-enter the beginning date of the report, Notes and attachments are not required, but can be included.

v. Enter your electronic signature. Your signature should include your committee's seven-digit GAB ID number, your unique password, the last four (4) digits of the bank account number, and the name of the person filing. If you do not know the last four (4) digits of the bank account number you can check this information by clicking on **View/Edit Registration Information** on the left hand side.

vi. Click **Submit**. Your report has now been filed, and you should receive a confirmation email with a PDF copy of the report attached. You will also be taken to another screen where you can view or print the report. Click on **View/Print** to print the report for your records. Since you submitted the report through CFIS, you do not have to mail a paper copy to the G.A.B.

b. **File All to State**

i. Enter the date the report begins. Notes and attachments are not required, but can be included.

ii. Enter your electronic signature. Your signature should include your seven-digit GAB ID number, your unique password, the last four (4) digits of the bank account number, and the name of the person filing. If you do not know the last four (4) digits of the bank account number you can check this information by clicking on **View/Edit Registration Information** on the left hand side.

iii. Click **Submit**. Your report has now been filed, and you should receive a confirmation email with a PDF copy of the report attached. You will also be taken to another screen where you can view or print the report. Click on **View/Print** to print the report for your records. Since you submitted the report through CFIS, you do not have to mail a paper copy to the G.A.B.

c. If this is the final report and you are closing the conduit, you must click **Request for Termination** before filing the report. See the section on *Terminating a Committee* for more information.